

ARCORP PROPERTIES
DESCRIPTION OF DRUG/ALCOHOL POLICY
APPLICABLE TO MARINE CREWS EMPLOYED ON BOARD
NEW YORK WATERWAYS FERRIES

3 PAGES (INCLUDING COVER)



PROPERTIES

N O T I C E

Please be advised that all employees operating in safety-sensitive positions; bus drivers, holders of CDLs, deckhands, captains, and other such designated positions will be subject to alcohol testing as outlined in our Policy Statement on Employee Alcohol and Drug Misuse.

**ARCORP PROPERTIES
POLICY STATEMENT ON EMPLOYEE
ALCOHOL AND DRUG MISUSE**

The misuse of legitimate drugs or the use, possession, distribution, or sale of illicit or unprescribed controlled drugs on Company business or premises is strictly prohibited. Possession, use, distribution, or sale of alcoholic beverages on Company premises is not allowed without prior approval of appropriate senior management. Being unfit for work because of use of drugs or alcohol is strictly prohibited.

In order to accurately detect and to deter the misuse of drugs and/or the abuse of alcohol, the Company shall perform pre-employment, reasonable suspicion, post accident and return-to-duty drug and/or alcohol testing for all employees and random testing for those employees in safety-sensitive positions. The most reliable drug and alcohol testing methodology will be used by a laboratory with the highest degree of quality assurance, in addition to being NIDA certified. Alcohol testing not performed at the lab will be conducted utilizing an Evidential Breath Testing (EBT) device and administered by a Breath Alcohol Technician (BAT).

The Company recognizes alcohol or drug dependency as a treatable condition. Employees who suspect they have an alcohol or drug dependency are encouraged to seek advice and to follow appropriate treatment before it results in job performance problems. Help is readily available to anyone who feels that he or she may have a problem with chemical dependency or the use of alcohol. The Company has information on and access to appropriate assistance programs to help those individuals desirous of treating such problems. Termination for a violation of this policy; however, cannot be avoided by a request for treatment or rehabilitation after an employee violates this Policy. Any employee returning from rehabilitation will be required to participate in a Company-approved after-care program. An employee suffering from alcohol or drug dependency who refuses rehabilitation or fails to respond to treatment or fails to meet satisfactory standards of effective work performance, shall be in violation of this policy. This policy does not require and should not result in any special regulations, privileges, or exemptions from normal job performance requirements.

The Company may from time to time conduct unannounced searches of employees cars, personal items, lockers, desks, etc. for drugs and alcohol on Company owned or controlled property.

Any violation of this Policy or a positive test result or refusal to submit to a drug or alcohol test shall constitute cause for termination.